

ANNUAL MAINTENANCE CONTRACT (AMC)
For
PLUMBING, CARPENTRY, MINOR MASONRY AND ALLIED
SANITATION WORKS
At
100 Flats, Housefed Complex, Phase -10, S.A.S. NAGAR, Mohali,
44 Flats at Plot No 3, Sector-66, Mohali and,
Office Premises, Plot NO. 3, Sector-34-A, Chandigarh



Department of Premises, Security and Procurement,
NABARD, Punjab Regional Office
Plot No. 3, Sector- 34A, Chandigarh- 160 022
[**dpsp.punjab@nabard.org**](mailto:dpsp.punjab@nabard.org)

Date of issue of tender document	21.12.2018
Pre-bid meeting with bidders	27.12.2018
Due date for submission of tenders	07.01.2019, 1500 hrs
Date and time for opening of technical bids	07.01.2019, 1600 hrs
Issue and opening of BOQ/ commercial/ price bid	Will be communicated

NOTICE FOR INVITATION OF TENDER

National Bank for Agriculture and Rural Development,
Punjab Regional Office,
Plot No.3, Sector: 34-A,
CHANDIGARH-160022

INVITES SEALED TENDER FROM EMPANELLED CONTRACTORS FOR THE WORKS MENTIONED BELOW:

Plumbing, Carpentry maintenance, minor masonry works & allied sanitation works of 5 blocks (100 flats) Housefed Complex, Staff quarters, Phase X Mohali and 44 flats at NABARD Vihar, Plot No-3, Sector 66, Mohali and Punjab Regional Office building, Chandigarh including common areas and open spaces.

- 2) **EMD Amount:** Rs.10000/- (Rupees Ten Thousand Only)
- 3) **Period of Contract:** From 01 February 2019 to 31 March 2022
- 4) **Content of the Tender:**
 - (A) Notice inviting tender
 - (B) General rules and instructions for the guidance of tenderer.
 - (C) General Conditions of contract.
 - (D) Item wise break of activities listed on pre page. Experience of the works of similar nature carried out by the firm. Activity wise schedule of quantities

SUBMISSION OF TENDER: The original tender copy issued should be submitted in the respective envelopes as detailed in para 4 of General Rules and Instructions for Guidance.

(8) **DATE OF ISSUE OF TENDER:** Tender document attached hereto.

(9) **DATE OF SUBMISSION:** Sealed envelopes to be submitted on or upto 1500 hrs on 07 January 2019

(10) **DATE OF OPENING:** Technical Bid will be opened on 07 January 2019 at 1600 hrs or any other date/ time decided by Bank. Date of opening of Price Bid will be communicated to the successful bidders.

PART –I

**GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF
TENDERER**

1. Sealed tenders are invited from competent & reputed agencies (the word / term shall also include "tenderer(s)" for the work of Day-to-day operation and maintenance of the following items of works.

	Plumbing, Carpentry maintenance, minor masonry works & allied sanitation works of 5 blocks (100 flats) Housefed Complex, Staff quarters, Phase X, Mohali and 44 flats at NABARD Vihar, Plot No.3, Sector 66, Mohali and Punjab Regional Office building, Plot No.3, Sector 34-A, Chandigarh including common areas and open spaces.
--	---

Scope of work involves undertaking the operation and maintenance by employing competent persons/ labourers/ workers (one plumber for Office premises - Punjab RO, Officers' flats at Sector-66, Mohali and HOUSEFED complex, Phase X, Mohali; one carpenter for Officers' flats at Sector-66, Mohali, HOUSEFED complex, Phase X, Mohali and Office Premises- Punjab RO) as per **minimum wages** norms of local authorities with own tools and equipment's which are described in the schedules to the tender under scope of work.

2. Tender documents consisting of details like specification of works and schedule of quantities of the various items of work to be done and the set of terms and conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents are attached hereto.

The site for carrying out the works is available for immediate commencement of work or shall be made available at the date of commencement of work.

3. The tender submitted should be complete in all respects and be placed in sealed cover, with the name of the work quoted for written on the envelope and submitted in on the prescribed date and time. The sealed tenders will be received by:

Chief General Manager
National Bank for Agriculture
and Rural Development
Punjab Regional Office
Plot No.3, Sector: 34-A, Chandigarh- 160022

(ii) **TENDERER shall, submit:**

(a) A copy of last three Income Tax assessment /IT clearance certificate. A copy of certificate of registration for GST.

(b) The instrument of partnership, the name of the person authorised to sign the tender document / contract agreement on behalf of the firm / HUF along with an attested copy of the Power of Attorney or in case of a registered company or a Body Corporate / Authority letter of the duly authorised representative.

(c) The copy of clients and list of on-going/ executed work orders during last 5 years and performance certificate from the employer.

iv) **EARNEST MONEY DEPOSIT (EMD)** The tender (i.e. in the envelope containing the Technical Bid) shall be accompanied by earnest money of the amount as mentioned in NIT i.e page no 1 of this tender document by way of Demand Draft of a Scheduled Bank issued in favour of "National Bank for Agriculture and Rural Development, Chandigarh" payable at Chandigarh, without which the tender is liable to be rejected. Tenders submitted without requisite EMD will not be accepted.

v) No interest shall be paid on the Earnest Money. Tenders without Earnest Money shall be liable for rejection.

4. Sealed tenders in the prescribed tender form in **two separate envelopes** superscribed "PART-1 (Technical bid)" and "PART-2 (Financial bid)" addressed to "Chief General Manager, Punjab Regional Office, Plot no. 3, Sector-34A, Chandigarh" shall be deposited in the tender box kept for the purpose in the office upto 15.00 hrs on the due date mentioned as above.

PART-1 of the tender shall contain pre-qualification bid/Technical bid along with the required EMD. **PART-2** of the tender shall contain only the financial bid in the prescribed format.

Note: Tenders submitted in a single envelope shall not be accepted and shall be returned unopened to the respective tenderers.

5. Tender shall be in prescribed Form only which can be downloaded from www.nabard.org. Tenders can also be purchased between the dates mentioned in the Notice Inviting Tender (NIT) between working hours every day except on Saturdays and Sundays and Public Holidays on payment of ₹150/- by submitting DD in favour of NABARD, Chandigarh, at the office of NABARD, Punjab Regional Office, Chandigarh.

6 The rates shall be quoted for the period 01 February 2019 to 31 March 2022 with the option to bank for renewal for subsequent years on yearly basis without any increase in rates quoted at the consent of the contractor.

It is at the option of the bank to renew or cancel the contract. The renewal of contract shall be conveyed within the last date of the tenure of existing contract and contractor shall be bound by the same at the committed rates. However, all the terms and conditions of this tender/contract shall be applicable to the renewal also apart from any other terms and conditions mutually agreed upon.

7. The contractor should quote in figures as well as in words the rate and amount tendered by them. The amount for each year should be all inclusive rates for the item of work described, including labour, tools & plant, carriage & transport, supervision, overheads & profits, mobilizing the other charges whatsoever including any anticipated for unanticipated difficulties etc. complete for proper execution of the work as per

instructions, scope of work and specifications and no claim whatsoever for any extra payment shall be maintainable.

8. When a contractor signs a tender in an Indian language the percentage above or below and the tendered amount and the total amount tendered should also be written in the same language. In the case of illiterate contractors the rates or the same amounts tendered should be attested by a witness.

9. Security Deposit

9.1 The contractor, whose tender is accepted will be required to remit an amount of 2% of the tender/s accepted amount including the EMD value by way of security deposit for the due fulfilment of this contract. The security deposit shall be accepted by way of demand draft only. Upon completion of the contract and if there are no conditions or defects which could attract forfeiture or recall of security deposit or any cost adjustments is to be effected, the security deposit will be returned within 30 days from the expiry of contract period. However, if the contract is renewed the security deposit will be withheld for the period concerned thereof.

9.2 In the event of renewal of contract for further period of an increased contractual value, the contractor shall be required to furnish the differential security deposit in any of the prescribed manner or the bank may deduct from the amount payable to them.

9.3 The EMD of the contractor whose tender is accepted, shall be forfeited in full in case he does not remit the security deposit within the stipulated period or start the work by the stipulated date mentioned in the award letter.

10. **The acceptance of a tender will rest with the employer which does not bind itself to accept the lowest tender, the reserves to itself the authority to reject any or all of the tenders received without assigning any reason.** All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

THE EMPLOYER RESERVES THE RIGHT TO ACCEPT THE TENDER IN FULL OR AND THE TENDERER SHALL HAVE NO CLAIM FOR REVISION FOR RATES/OTHER CONDITIONS IF HIS TENDER IS ACCEPTED IN PART.

11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

12. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.

12.1 Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. However, if a discrepancy is found:-

i) The rates which correspond with the amount worked out by the tenderer shall unless proved otherwise be taken as correct. (OR)

ii) where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless proved otherwise be taken as correct and not the amount.

12.2 In the case of any error or omissions in the quotes rates, and if the tender is issued in duplicate, the rates quoted in the tender marked "Original" shall be taken as correct.

12.3 All corrections such as cuttings, interpolations, omissions and over-writing shall be numbered as 'c'/'i'/'o' and 'ow' and initiated and total such c/i/o and ow on each page certified at the end of the page with grand total at the end of the bill/schedule of quantities.

13. GST or any other tax, as may be applicable from time to time on the work in respect of this contract shall be payable by the tenderer and the Employer will not entertain any claim whatsoever in respect of the same, and nothing extra, shall be paid/reimbursed for the same subsequently. Notwithstanding the above GST as also education cess will be paid to service providers if demanded & TDS will be deducted as per applicable rates.

14. No employee of the employer is allowed to work as a contractor for a period of two years of his/her retirement from the employer services, without the previous permission of the employer. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the employer as aforesaid before submission of the tender or engagement in the contractor's service.

15. The contractor shall give a list of his relatives, if any, working with the Employer along with their designations and addresses.

15.1 It will be obligatory on the part of the tenderer to tender and sign the tendered documents for all the component parts and that, after the work is awarded, he/they will have to enter into an agreement for each component with the competent authority of the Employer.

15.2 Further the tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Employer.

16. The tenderer, apart from being a competent contractor must associate himself with agencies of appropriate class who are eligible to tender for other related works connected directly or indirectly with the contract and employed by the employer.

16.1 The Employer does not bind itself to accept the lowest or any tender and reserves to itself and right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

16.2 Tenderer are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information's as to risks, contingencies and other circumstances which may influence or effect their tender .

16.3 A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.

17. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer shall be communicated to the Employer in writing and any change thereafter may also be communicated forthwith in writing within a week's time.

18. Method of Evaluation of tender: All the competitive tenders will be received on the specified date and time. On the same day or on specified date and time in event of any compelling circumstances, the tenders will be opened in the presence of the available tenderer.

19.1 After the technical evaluation, if necessary after discussions with tenderers, offers of those tenderer found technically acceptable will only be considered.

19.2. The Employer reserves the right to accept or reject any of the offer/s without assigning any reason and no dispute or negotiation will be entertained in this regard. The Employer's decision will be final in the matter.

20. The notice inviting tender, general rules and instructions for the guidance of tenderers shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority, shall, within 14 days from the stipulated date of start of the work sign on a stamp paper the contract consisting of :-

(a) Standard form of Agreement on Stamp paper of prescribed value.

(b) Notice inviting tender, all the documents including tender, drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto. General Conditions, Schedules leading to Technical Specification, Special Conditions, Technical Brochures in Schedules submitted by the tenderer etc.

(c) Schedule Bill of Quantities:

Signature of the Tenderer :

Signature of the Authorised / Accepting person with name, constitution & Authority Seal.

TENDER - OFFER

I / We have read and examined the Notice Inviting Tender, Schedules, specifications Applicable, General Rules and Instructions, General Conditions of Contract, Special Conditions, Schedule (Bill) of quantities and all other contents in the tender document for the work and have inspected the site.

I/We hereby tender for the execution of the work specified for the Employer within the time specified at the rates specified in the attached Price Bid viz., schedule of quantities and in accordance with scope of work, the specification, designs drawing and instructions in writing referred to in the General Rules and Instructions, General Conditions of Contract, Schedule and in all respects in accordance with such conditions so far as applicable.

I/We agree to keep the tender open for ninety days from the due date of submission thereof and not to make any modifications in its terms and conditions. A sum of Rs. _____ (Amount as may be applicable) is hereby forwarded as earnest money in form of Demand Draft of _____ dated (Name of the issuing Schedule Bank) bearing No. _____ and date _____.

In the event of my/our failure to commence the work on the specified date after award I / We agree that the Bank shall without prejudice to another right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to/quoted by us in the tender documents upon the terms and conditions contained or referred to therein.

I/We agree that should I/We fail to deposit the full amount of initial security deposit and / or fail to commence the work specified in the above memorandum or fail to provide services to the satisfaction of the bank, an amount equal to the amount of the earnest money mentioned in the form invitation of tender shall be absolutely forfeited to the Employer and the same may at the option of the employer be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same way extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We hereby declare that I/We treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information / derived there from to any persons other than a person to whom I / We am/are authorised to communicate the same or use the information in any manner prejudiced to the safety of the state /the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

Sh.....partner / proiprietor / Authorised representative of the company, is the person authorised to negotiate commercial, technical terms and conditions and sign on behalf of the firms any Agreement, Bill and receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated the day of 2018/2019

Name and Address :

Signature & seal of contractor
Full Postal Address including
Pin code No. & Telephone No.

ACCEPTANCE

The above tender (as modified by us or negotiations as provided in the letters mentioned hereunder) is accepted by for and on behalf of the Employer for a sum of Rs..... (Rupees).

The letters referred to below shall also form part of this contract agreement:

- a)
- b)
- c)

Dated the day of 2018/2019

For & on behalf of the Employer
Signature

Designation:

FORM OF AGREEMENT

This agreement made the _____ day of the month _____ in the year _____ BETWEEN , National Bank for Agriculture and Rural Development having its Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Punjab Regional Office at Plot No3, Sector 34-A, Chandigarh (hereinafter referred to as the Employer / Bank) on the ONE PART; and *Shri _____ S/D/O _____ resident of _____ the sole proprietor of M/S _____ having office at the following address
.....
.....

* M/S the partnership firm having an administrative / principal office at represented its Managing / duly authorised partner.

* M/Scompany / body having its registered office at the following addressduly represented at.....duly represented by its constituted and authorised Managing Director, Shri.....and (hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor) on the other part.

Whereas the Employer/Bank is desirous that certain works should be undertaken at their office mentioned and called for invitation to tender and the tender dated.....furnished by the tenderer for the performance of such works has been accepted by the Employer on the terms and conditions as set out therein and inter alia others.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.
 - a) Notice Inviting Tender
 - b) General Rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - d) General conditions of contract and clauses of contract alongwith Annexures thereto.
 - e) Schedules consisting of scope of work, specification special conditions, etc.

3. In consideration of the payments to be made by the Employer to the tenderer, the tenderer hereby covenants and agrees with the Employer to construct, complete and perform the works quoted by the firm in conformity in all respects and subject to all terms and conditions / rules as mentioned in the General Conditions as also in the foresaid documents which shall form part of this agreement.

In witness whereof parties hereto have here upto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer,
.....to the Employer
.....in the presence of :

Signature of Tenderer (With Seal)

Signature of Authorised representative
of the Employer / Accepting Authority

Witness (Signature, Name and Address)

- 1.
- 2.

GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS/INTERPRETATIONS:

i) The contract means the documents forming the tender and acceptance thereof and the agreement duly executed between the Employer and the including those conditions, the specifications, tender agreement, scope of works, drawings and instructions issued from time to time by the Engineer-in-Charge. All these documents taken together shall be deemed to form one contract and shall be complementary to one another.

ii) In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:

a) The Tenderer or Contractor shall mean the individual, or Manager of the firm or company, whether incorporated or not, undertaking the works and shall include the legal heirs/representatives of such individual or the partners composing firm and their legal heirs and successors, or company's authorised and constituted attorneys/agents and permitted assignees of such firm or company.

b) The Employer or Bank means any officer or the National Bank for Agriculture and Rural Development, who is specifically authorised to enter into contracts in respect of the above works.

c) The Engineer-in-Charge means the Assistant General Manager/Manager or Officer/Engineer and/or Site Engineer who shall supervise and be specifically deputed /employed from time to time by the Employer.

d) Contract Price shall mean the final accepted rates in the Bill of Quantities.

e) "Accepting Authority" shall mean the Chief General Manager of the National Bank for Agriculture and Rural Development (the Employer), 'Approval' wherever used in the specifications or scope of work shall mean, approved by or approval of the 'Accepting Authority' in writing.

f) Appellant Authority shall mean the Chief General Manager, Head Office of the Bank (the Employer), who shall also be the authority to consider any extension of time or compensation as detailed in clause hereunder.

g) Notice in writing or written notice shall mean a notice in writing typed or written characters delivered to or sent by contractor, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.

h) Drawing shall mean all drawings and/or design drawings of the installations and manual of operation of various equipments or any such reference for operation and maintenance furnished by the tenderer/sketches duly signed by the authorised Engineer-in-Charge or the Consultant on behalf of the employer during the progress of the work.

i) 'Letter of Acceptance' shall mean an intimation by a letter issued by the Accepting Authority of the Employer to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

2. RESPONSIBILITIES ON THE WORKS TO BE CARRIED OUT :

2.1 The work consists of the contractor's own labourers based on site requirement and specified by the Employer elsewhere. The contractor/tenderer shall be entirely responsible for operation and maintenance, its functioning according to the laid down criteria and as per the guidance of local statutory authorities and its requirements. Notwithstanding the details furnished, any discrepancies shall be brought out in the technical bid highlighting the shortcomings and suggest modifications.

2.2 The work to be carried out under the contract shall, except as otherwise provided in these conditions, include all labour, tools, and for and in the full and entire execution of the works.

2.3 The descriptions given in the Bill of Quantities, unless otherwise stated, be held to include, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labour necessary and for the full and entire execution and completion as aforesaid in accordance with good engineering practice and recognised principles.

2.4 If there are varying or conflicting provisions made in any one or more document(s) forming part of the contract, the Accepting Authority documents and his decision shall be final and binding on contractor.

2.5 Any error in description or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the work comprised therein according to the scope of works, specifications or from any of his obligations under the Contract.

2.6 The contractor shall forthwith comply with and duly execute any work comprised in such employer's/Consultant's instruction, provided always that verbal instructions, directions and explanations given to the contractor's or his representative upon the work by the Employer shall if involving a variation be confirmed in writing to the contractors within 7 days.

2.7 The contractor shall conform to the provisions of operation instruction (manual) relating to the equipments or machinery's installed and covered under scope of annual maintenance contract of the supplier or their authroised service agents.

The contractor shall not modify or tamper with the design or components or indulge in such activity which could result in malfunctioning or cause damages to the system or considered objectionable by the suppliers of the original equipment or, copy or infringe

upon the patent rights of the company with whose system and design/technical know how utilised in this installations.

2.8 In the event of any essential modification or for emergent restoration of power system or for any specific reasons, the contractor shall before making any variations from specification that may be associated to so conform, seek the Employers' permission specifying the variations proposed to be made and the reasons for making them and with the approval the same may be undertaken.

3. TENDERER SHALL VISIT THE SITE :

Intending tenderer shall visit the site and make himself thoroughly acquainted with the installation of piping & sanitary fixtures, electrical equipments, its design and system, the local site conditions, nature and requirements of works, facilities of transport condition, effective labour, access and storage for tools and equipments etc.

The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Employer/Consultant might be deemed to have reasonably been inferred to be so existing before commencement of work.

4. TENDERER:

4.1 The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page of respective chapter (this shall be acceptance of all the pages of the tender and its stipulations) **together with initials on every page.** Notwithstanding this, initials/signature in every page along with the stamp of the tenderer will indicate the acceptance of the tender papers by the tenderer.

4.2 No modifications, writing or corrections can be made in the tender papers by the tenderer, but he may at his option offer his comments or modifications in a separate sheet of paper attached to original tender papers.

4.3 The Employer has power to add to, omit from any work as mentioned in scope of works or described in the specifications and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorisation from the Employer. No variation shall vitiate the contract.

5. GOVERNMENT AND LOCAL RULES:

5.1 The operation and maintenance works involves involvement of administration of U.T. Chandigarh and Punjab. It is necessary for the contractor to operate and maintain as per their directions and in association with them. It is also imperative that statutory norms and formalities issued by such statutory authorities are strictly followed by the contractor and the personnel employed by him.

5.2 The contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc., and their various department associated with the installation at our premises, and of any company whose system and equipment is installed, proposed to be connected/utilised.

5.3 The contractor shall keep necessary books of records and other documents for the purpose of this condition as may be necessary and authorised representative of the Employer and/or the Engineer-in-Charge and further shall furnish such other information/document as may be required from time to time.

5.4 In case of any periodical data, reports or statements are to be submitted to the statutory authorities the same shall be the responsibility of the contractor and undertaken with due authorisation of the Employer.

5.5 If any statutory fees or contract renewal fees or any such fees are to be paid by the contractor for undertaking this work or during the course of work, renewal of their license etc., the contractor shall pay to such authority or to any public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Employer.

5.6 The contractor shall indemnify the Employer against all claims or penalty in respect of any statutory levy resulting out of non-fulfilment to obligation by the contractor, rights, damages to buildings, roads or members of public in course of execution of work and shall defend all actions arising from such claims and shall kept the Employer aloof and indemnified in all respects from such actions, cost and expenses.

6. OTHER PERSONS OR AGENCIES ENGAGED BY THE EMPLOYER:

The employer reserves the right to execute any part of the work included in this contract by other agency or persons and contractor execution of such work. The contractor shall extend all co-operation in this regard.

Wherever the work is proposed in co-ordination with other agencies, the contractor shall co-operate with the schedule of works in such a manner as worked out by the Engineer-in-Charge of the Employer.

7. CONTRACTOR TO PROVIDE EVERY THING NECESSARY:

i) The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the scope of work, specifications, drawings and schedule of quantities. Based on the details furnished in the N.I.T the contractors should undertake their own assessment of labour deployment and system required. If the contractor finds any discrepancies furnished it shall immediately bring them to the notice of the Employer.

ii) The contractor shall take full responsibility for providing required tools, equipments and measuring instruments considering the requirement for proper operation of the installation to their workers. The contractor shall also take full

responsibility for providing safety equipment like hand gloves, shoes etc. to their employees/labour or electrician.

iii) The employer shall on no account be responsible for the expenses incurred by the contractor during the progress of work at site, towards any incidental expenditure like medical amenities to the workers at site, security arrangement etc. The employer shall not be responsible for the safety of the workers/persons at site either on account of the works executed by the contractor or on account of the works executed by any other agency involved at that time.

iv) The Employer on no account shall be responsible for storage of tools or materials or loss or pilferage or theft either in respect of the contractor's belongings or their worker's or representatives as it will be done by the contractor at his own risk and responsibility.

v) Any facilities available at site shall be utilised only with prior permission of the Employer or the in-charge of the site/building owner and cannot be taken as granted. For utilisation of such services the Employer is entitled to charge at his discretion.

No extra charge shall be paid over and above what has been quoted for any of the above or for similar such services.

8. SITE OFFICE AND FUNCTIONAL RESPONSIBILITIES:

8.1 The general aspects: The contractor shall provide, fix-up and maintain his establishment in a position approved and permitted by the Employer at site. The contractor shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any hoarding, gantry, building structure other than those approved by the Employer. No fixtures or materials to be placed in such a manner that can be considered dangerous to the installation, to the persons working, visiting or passing by the area.

8.2 Storage of materials: The contractors shall make use of existing facilities with due permission of the Employer for storage of materials at site and the safety of materials shall be the responsibility of the contractor.

8.3 Clearing site and clearing out: Upon completion of the contract period or in the event of termination of the contract, the site establishment shall be cleared of all obstructions, removal of all materials, tools & equipments belonging to the contractor with due authorisation of the Employer, waste materials, rubbish of all kinds within the specified period. All material damages on the place of work on the walls, ceiling or flooring or any other connected equipments, materials or installations shall be re-done to maintain the originality and levelled at the contractors own cost.

When the period of contract comes to an end by any reason, the contractor shall take all precautions necessary for the protection of equipments, installations etc.

8.4 Offensive, Explosive or Toxic materials: The contractor shall keep machines and any such devices or material of toxic and poisonous nature or any material which are

explosive in nature, shall not be carried within the site or building. Any such offensive materials which are essentially required in course of work shall be undertaken with due written permission of the Employer provided such materials are permissible under law.

8.5 Access: Other than the authorised representatives of the Employer or Engineer-in-Charge or statutory bodies or City Corporation access to any others shall be strictly restricted. The Contractor's workers or employees who are authorised to be present during their official hours alone shall be present.

The Contractor shall take full responsibility of ensuring no unauthorised persons visits stay or collect any kind of information connected with the Bank's installation or undertake any kind of contractors workers employees etc. Any such happenings shall be brought to the notice of appropriate authority of the Employer.

9. CONTRACTOR'S EMPLOYEES :

The contractor shall be directly responsible for employing suitable persons and for all reasons only the Contractor shall be responsible to the Employer and all authorities concerned. The following terms shall also form part of the contract.

9.1 Only skilled and experienced manpower: The contractor shall deploy only skilled, experienced and competent manpower at the sites. After awarding of contract, the contractor has to provide the names of Plumber and carpenter engaged for the services. In case of change in manpower, the contractor has to inform the Bank same day preferably in writing.

9.2 No child Labour : No labour below the age of eighteen years shall be employed on the work The Employer shall not be responsible or any deviation and the contractor shall indemnify the Employer from any legal action or in any way directly or indirectly.

9.3 Labour Legislation : The tenderer shall comply with the provisions of the payment of Wages Act, 1936, Minimum Water Act, 1948, Employees liability Act, 1939, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity benefits Act, 1961, and the Contractors Labour (Regulation and Abolition) Act, 1970, or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time. The contractor will ensure that the rates of work payable to the workmen by the contractor shall not be less than the rates prescribed under the local laws for such employment.

The tenderer shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wage to labour indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.

9.4 Dismissal of Workmen: The contractor shall on request of the Employer immediately dismiss or take off from the works any person employed thereon by him, who may in the opinion of the employer be unsuitable or incompetent or who may

misconduct himself. Such discharge shall not be the basis of any claim for compensation of damages against the Employer or any of heir employee.

10. ASSIGNMENT :

The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or under let the contract or any part, share of interest therein. Such cause of action can be treated as breach of contract and liable for appropriate action by the Employer. In the event shall not relieve the contractor from the full and entire responsibility of the contract and to the Employer.

11. DAMAGE TO PERSONS AND PROPERTY INSURANCE ETC :

11.1 Damages to persons : The contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any sub-contractor or of any of his or a sub-contractors employees, whether such injury or damages arise from carelessness, accident or any sub-contractor or of any of his or a sub-contractors employees, whether such injury or damage connected with the carrying out of this contract.

The clause shall be held to include inter alia, any damages to buildings whether immediately adjacent or otherwise, and any damages to roads, streets, footpaths or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind or other inclemency of the whether.

The contractor shall indemnify the employer and hold harmless in respect of all and any expenses arising fro such injury or damages to in respect of injury or damage under any acts of compensation or damages consequent upon such claim.

11.2 Damages to Property : The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

If the contractor or his working people or servants shall deface, injure or destroy and part of building in which they may be working, or any building, road, road curb, fence, enclosure, water pipe, cables, drains, electrical cable or telephone post or wires, trees, grass or grass land, or cultivated ground contiguous to the premises on which the work while in progress, contractor shall upon receipt of a notice in writing on that behalf make the same good at his own expense or in default the Employer/Engineer-in-Charge cause the same to be made good by other workmen and deduct the expense from any sums that may be then or at any time thereafter may become due to the contractor, or from his security deposit.

The contractor shall not puncture the existing civil structures like beams, columns and shall not undertake any type of activity which could affect the structural stability. He shall be responsible for any damages and costs in its rectification.

The employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim or damages from any sums due or to become due to the contractor.

11.3 INSURANCE :

The contractor shall insure his workmen/employees and keep them insured during the period of contract. In the event of any untoward incidents to the contractor's employees or workmen or any persons engaged by the contractor the Employer shall not be responsible in any manner whatsoever. The contractor shall indemnify the employer and hold harmless in respect of all and any expenses arising from such injury or death to persons as aforesaid and also in respect of any claim made under any acts of compensation or damage consequent upon such claim.

12. PAYMENT TERMS, ADVANCE PAYMENT & ITS RECOVERY :

12.1 Payment Terms : The value quoted in the schedule of quantities on annualised basis shall be paid in 12 equal monthly installments or as eligible. No advance shall be paid for these works and the monthly installment shall be paid on/before 15th day of the consecutive month on the basis of satisfactory work done by the contractor/tenderer and the contractor will ensure submission of bill before 10th of the following month.

In the event of any dispute, payments of those items of the bill in respect of which there is dispute for quantities and rates as approved by Engineer-in-Charge/ banks representative/s, it shall be reviewed by the accepting authority and in the event of any further appeal the same shall be referred to the appellant authority whose decision shall be final and binding.

13 ESCALATION :

The rate quoted shall be firm throughout the tenure of the contract including renewal rates offered and accepted and will not be subject to any fluctuation due to increase in cost of materials, labour, tax structure etc. unless specifically provided in these documents, whatever the reasons may be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstance.

14. Terms and conditions which could lead to recovery or forfeiture of security deposits: The work of operation and maintenance is considered as an essential requirement and the contractor is expected to function with all due diligence as per the tender conditions the Employer shall effect necessary recovery without any prejudice to any such action or legal recourse which may be considered essential.

14.1 If the contractor or their employees are absent on particular day(s) or fails to provide emergent services as and when warranted the employer reserves the right to get the work done by engaging suitable person and the charges for the same including incidental charges shall be deducted from any amount payable to contractor.

14.2 In case of contractor or their workers refuses to comply with the work or instructions of the employer, it shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Employer/Consultant shall be borne by the contractor or may be deducted from any money due to or that may become due to the contractor.

14.3 At the end of the contract by any reasons and in the event of failure to clear the site as required the Employer have the right to undertake the same engaging other agency and the same shall be at the cost of the contractor and liable for deduction in the payments due to the contractor and the contractor shall not dispute such payments.

14.4 In the event of causing any damages to the property, installation of the employer which in their opinion was on account of negligence on the part of contractor or their workers deserving to be penalized. The authority has the right to appeal with the appellant authority of the Employer.

14.5 The Employer shall have the right to adjust, set off against any sum payable to the contractor under this or any other contract with the Employer anywhere in India/outside India.

15. SUSPENSION AND TERMINATION OF WORK :

15.1 Subject to other provisions contained, the employer may without prejudice to his any other rights or remedy against the contractor in respect of any delay in commencing, completing or during the progress of work or inferior workmanship, may serve one month's notice in writing absolutely determine and cancel the contract in any of the following cases :

i) If the contractor having been given by the employer a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkman like manner shall comply with the requirement of such notice for a period of seven days thereafter.

ii) If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.

iii) If the contractor has without reasonable cause failed to commence the work or has suspended the progress of the work or has failed to competently operate and maintain the

work, the employer in his opinion (which shall be final and binding) suspend the contract after a notice in writing of seven days.

iv) If the contractor persistently neglects to carry out his obligations under the contract an/or commits default and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the bank.

v) If the contractor commits any acts mentioned in terms of tender hereof; and when the contractor has made himself liable for action under any of the cases aforesaid, the Employer shall have powers :

a) To determine or rescind the contract of which termination or rescission notice in writing to the contractor under the hand of the Employer shall be conclusive evidence. Upon such determination or rescission, the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of Employer.

b) In any such event the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any material or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provisions aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereto or actually performed certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified; provided further that any of the recoveries to be made when the excess cost incurred by the employer is more than the Security Deposit to be forfeited, such recoveries shall be limited to the amount by which the excess cost incurred exceeds the Security Deposit so forfeited.

In any case in which any of the powers conferred upon the employer hereof, shall have become exercisable and the same shall not be of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected.

16. DISCRETION TO TERMINATE THE CONTRACT

Without prejudice to what is contained hereinabove, the Bank shall, at its sole and absolute discretion, be entitled to terminate this agreement forthwith by serving a written notice to the contractor without assigning any reason and without payment of any compensation thereof. The employer can do so by giving one month's notice in writing to the contractor and the decision in this regard by the employer shall be final and binding on the contractor.

16.1 In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

17. PENALTY :

In case of contractor's failure to comply with provisions of the agreement or rendering unsatisfactory services including abnormal delay in attending the complaints, the bank will be at liberty to get such work done from any other agency at the risk and cost of the Contractor including imposition of suitable penalty and the cost thereof shall be recovered by the Bank from their bills or any other dues including security deposit / retention money etc. whatsoever.

17.1. The security deposit may be forfeited at the discretion of the bank in case the work is not carried out to the entire satisfaction of Bank

18. SETTLEMENT OF DISPUTES AND ARBITRATION :

It shall be inseparable part of the agreement that in the event of any dispute arising in connection with this contract that such dispute shall be referred to the sole arbitration to be appointed by the appellant authority.

The arbitration shall be conducted in accordance with the provisions of the Indian Arbitration Act, 1940, or any statutory modification or re-enactment hereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause. The award of the arbitrator shall be final and binding on both the parties.

It is also a term of the contract that any fee TA, DA and other charges are payable to the Arbitrator shall be paid by both the parties equally.

19. LIEN :

a) Whenever any claim or claims for payment of a sum of money arises out of contract against the contractor, the employer shall be whole or in part from the security, if any deposited by the tenderer and for the purpose aforesaid, the Employer shall be entitled furnished as he case may be and also have a lien over the same pending finalisation or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Employer shall be entitled to withhold and have a lien to retain to the extent of such claimed amount of amounts referred to above, from any sum found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract with the employer pending finalisation or adjudication of any such claim.

Signature of the Tenderer
Contractor (with seal)

**SANITARY AND PLUMBING INSTALLATIONS INCLUDING MINOR MASONRY WORK,
AND CARPENTARY SERVICES :**
OFFICERS QUARTERS (44 NOS) , PLOT NO -3, SECTOR-66 , MOHALI
STAFF QUARTERS (100 NOS) , SAS NAGAR, PHASE X, MOHALI
AND OFFICE PREMISES, SECTOR 34-A, CHANDIGARH

SPECIAL - TECHNICAL & COMMERCIAL CONDITIONS

1. The contractor will attend to the day-to-day complaints of the occupants and the work executed shall be to the satisfaction of the occupants and the bank.

2. Any other civil maintenance works not covered under this contract shall not be carried out without approval of the bank and bank reserves the right to carry out extra work through other agency, if considered necessary.

3. If the services / repairs is not attended on the same day/ next day a pro-rata recovery will be effected. In addition to that any expenditure incurred by the bank for rectifying such defects will also be recovered from the contract amount.

4. The period of contract shall be from 1 February 2019 to 31 March 2022 or from the date of work order upto 31 March 2022 whichever is later. The contract shall be renewed annually by employer upon satisfactory performance of the contractor in the previous financial year. The bank reserves the right to terminate the contract without any notice if the services are found unsatisfactory for any breach of the above terms and conditions, in the event of which the Contractor will not be entitled for any compensation whatsoever. However, renewal of contract up to March 2022 will be done only on satisfactory completion of work during previous fiscal as mentioned above.

5. The bank reserves the right to recover from the bill of the contractor security deposit for any default / improper maintenance work in time which will be carried out through other agency at the cost and risk, if considered so by the bank, which shall be binding upon the Contractor at all time.

6. ***Plumbing cum masonry Services*** : Contractor have to quote only labour rate of providing plumbers for the regular maintenance works and when required. He has to make the manpower available immediately for the services from 09.30 AM to 5.30 PM, however in case of urgency the contractor has to provide the same beyond time specified above without any additional cost. The contractor shall furnish the bank with a copy of license of plumber & certificate of experience of plumber & biodata of their employees. The Plumbing services should be available as and when required by bank.

Carpentary Services : The carpenter to be provided for regular maintenance works. He has to make the manpower available immediately for the services from 09.30 AM to 5.30 PM, however in case of urgency the contractor has to provide the same beyond time specified above without any additional cost. The contractor shall furnish the bank with a copy of license of carpenter & certificate of experience of Carpenter & biodata of their employees. The carpenter services should be available as and when required by bank.

7. The plumber and carpenter shall make all efforts to try to repair the defective fittings and replacing the articles should be taken only as the last resort after bank approval in the proforma formulated by the bank for the same. The contractor shall ensure that only material supplied by the bank is to be used for maintenance and repair work. The purchase of the material by the contractor shall be done, only after taking approval from the Bank. **The overhead charges equivalent to service charge quoted by the contractor shall be paid for the purchase of material by the contractor and for additional work not covered under scope of work.**

8. The helper to be provided to assist the Plumber or Carpenter depending on the requirement. The charges for helper or additional manpower would be made actual basis after assessing the requirement and depending upon the nature of work.

9. The contractor shall make his own arrangement for tools and ladder etc. for executing the work.

10. After the completion of work the contractor shall ensure the removal of debris out of the premises to safe municipal corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled.

11. All scraps / replaced materials after replacement and repair shall be handed over to bank.

12. This contract is for the works to be carried out at our quarters and Office premises from inside and outside for all floors / height.

13. Bank reserves the right to increase/ decrease in manpower supply from the agency.

14. The Plumber and Carpenter has to attend the work at different sites as per the instructions of the Bank.

SPECIFICATION OF WORKS

A. MINOR CIVIL MAINTENANCE WORK: The scope of Civil maintenance work include:

1. All types of repairs pertaining to masonry work, plastering, painting, welding etc. in the entire Bank Officers' Residential colony including, Community hall, VOF / VEF/ Guest Houses & its underground Sump Wells, Pump Houses, Overhead Water Reservoir of the Colony and O.H. water tanks on individual buildings/residence/ etc.

2. The services of mason cum plumber should be available as and when required by bank.

3. The contractor will have to arrange for all types of tools etc. at their own cost for undertaking such maintenance and repairs.

4. The contractor will make necessary arrangements for procurement of all necessary materials such as cement, sand, stone aggregate, bricks etc. for the purpose and cost thereof shall be initially borne by them at the time of execution of work. However, the same (actual expenditure towards purchase of material) shall be reimbursed by the Bank on production of bills/cash memos/receipts along with “work completion receipt/report” from the occupants at the end of each fortnight/month. The rates of the material should be as per prevailing market rates and acceptable to the bank. **The overhead charges equivalent to service charge quoted by the contractor shall be paid for the purchase of material by the contractor and for additional work not covered under scope of work.**

B. Plumbing and Sanitary installations

Providing the service of skilled plumber with helper as per requirement to attend day-to-day maintenance and repair / replacement of the water supply and sanitary fittings in Officers' quarters, as detailed hereunder:

- 1) Taps and accessories fixed in latrines bathrooms kitchens / common areas.
- 2) Cistern and accessories
- 3) W.C. Toilet seat and accessories
- 4) Washbasin and accessories
- 5) Overhead tanks related accessories like Ball cock, Float valve etc.
- 6) Connecting plumbing lines, piping work repairing / replacing necessary standard materials.
- 7) Miscellaneous items in bathroom like showers, mirrors, towel rods etc.
- 8) Contractor will also attend to sanitary works, roof drainage which includes repair / replacement of pipes / taps of toilets, floors, rain water pipes etc. to remove dampness etc. arising subsequently. **No extra charge will be paid for breaking and remaking floors, walls and other masonry works related with sanitary maintenance repairs.**
- 9) Any other works necessary for sanitary maintenance task.
- 10) Services provided shall include removal of chokages from drainage lines/water supply lines, gully traps, nahani traps, manhole, kitchen sinks, wash basins, urinals and wcs.
- 11) Contractor will have to do small masonry work like plaster, brick work etc.
- 12) The cost of consumable items like the valve, washers etc. will be paid to the contractor.
- 13) The Plumbing and Sanitation services should be available as and when required by bank.
- 14) Any other work not covered above but related to Plumbing & Sanitary installations.

C. Carpentry Maintenance Works

Providing the services of skilled carpenters as and when required along with essential tools to attend to day- to- day maintenance and repair/ replacement of carpentry fittings in the staff qtrs as detailed hereunder:

- 1) Repair replacement installation of door and window knobs, handles, safety locks, hinges and providing screws, nails. etc.
- 2) Leveling of doors and window surfaces to ensure proper functioning of doors, windows ventilators etc.
- 3) Wooden repair works in the quarters including associated plaster masonry work, if any.
- 4) Fixing and replacement of glass panes to windows ventilators of different sizes at all places including fixing of putty to existing glass panes of windows.
- 5) Any other work not covered above but related to carpentry.
- 6) The carpenter services should be available as and when required by bank.

PART-II

FINANCIAL/ PRICE BID

**To be submitted in a separate sealed envelope
superscribed as
“PART-II (FINANCIAL/ PRICE BID)”**

Instructions for filling the Price bid

1. Quoted rates should be workable and reasonable and should include:
 - a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. **The minimum wages must cover HIGHER of Central or UT minimum wages as applicable.**
 - b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
 - c. Cost of equipment/machinery, if required
 - d. Allowance for maintenance of two sets of uniform and one set of shoes
 - e. Charges, if any, towards safe disposal of garbage from NABARD premises in safe municipal dump
 - f. Incidental expenses and all overheads and profits
2. The contractor should furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender **as per the format given in Annexure-2 for rates quoted under Sl.No.1 under Schedule of Quantities.**

Rates shall have to be quoted in both words and figures.

Schedule of quantity

SANITARY AND PLUMBING INSTALLATIONS INCLUDING MINOR MASONRY WORK, AND CARPENTARY SERVICES AT: 44 OFFICERS FLATS AT PLOT NO-3, SECTOR 66, MOHALI, STAFF QUARTERS (100 NOS), SAS NAGAR, PHASE X, MOHALI, AND OFFICE PREMISES, SECTOR 34-A, CHANDIGARH

Description of work	Unit (per month) A	Quantity B	Rate quoted Rs per annum A X B
Repairs and replacement of water supply, sanitation installation, minor masonry works and carpentry services in Officers flats Mohali, Staff quarters Mohali and Office Premises as described in the special conditions and specification of work. 1. One regular Plumber cum Mason from 9.30 AM to 5.30 PM for all the days of a week, 365 days in a year. 2. One regular carpenter from 9.30 AM to 5.30 PM for all the days of a week, 365 days in a year.		12	

*GST (as applicable from time to time) will be paid extra on the rates quoted as above.

Total Amount in Figures:

Total Amount in Words :

Place :

Date :

Name, address and seal of the Contractor

Declaration:

The above charges shall conform to Minimum Wages Act, 1948 for 8 hours duty in a day and six days in a week. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-1.

Note:

Rates quoted would be applicable for a period of three years i.e. upto March 2022. However, revision in rates would be considered on written request by the contractor only if the minimum wages or statutory compensations are revised and contract rates are lower than the revised rates.

Place:

Date:

Name, address and seal of the contractor

ANNEXURE-1

Detailed Calculation (For 01 person for 08 hours of shift per day for one month)

Sl. No.	Details	Skilled worker (Plumber cum mason)	Skilled worker (Carpenter)
i.	Total Wages for a month inclusive of special allowance.		
ii.	ESI (.....% of (i))		
iii.	PF (.....% of (i))		
iv.	Others		
v.	Subtotal (A)		
vi.	Service charges/Contractor's profit and other overheads (.....% of (vii))		
vii.	Subtotal (B)		
viii.	GRAND TOTAL (A+B)		

Place:

Date:

Name, address and seal of the contractor

CHECK LIST OF THE DOCUMENTS WHICH ARE ATTACHED

Please check whether the self-attested copies of the following documents have been attached or not.

- | | |
|---|---------|
| 1. Provident Fund Account No. | Yes/No |
| 2. Service tax registration No. | Yes/No |
| 3. Detail of License issued to work | Yes/No |
| 4. Bank Draft/Pay Order of EMD(as required) | Yes/No |
| 5. Detail of works undertaken in the last 5 years for plumbing, carpentry, minor masonry works and allied sanitation works along with the satisfactory report issued by the agencies where work was undertaken earlier. | Yes/No |
| 6. List of Clients and on-going projects during last 5 years | Yes/No |
| 7. Annual turnover of 3 years along with copy of audited Profit and Loss Account and Balance Sheet. | Yes/No |
| 8. Copy of Pan No. | Yes/No |
| 9. Copy of GSTIN | Yes /No |
| 10. Tender is prepared separately in Two Parts 'Technical' and 'Financial' and presented in two separate envelopes | Yes/No |

Signature: Name & Address with rubber stamp